Semi-Annual Progress Reporting:
How to report your grant-funded activities

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Who we are

Our Mission

- Support OVW in tracking and measuring the work of VAWA grantees
- Offer technical assistance to VAWA grantees
Agenda

- The importance of filling out progress reports
- Overview of the data reporting cycle
- Data highlights from the CSSP Program
- General tips for accurate data reporting
- Reporting staff FTEs
- The difference between Training and Education
- Victim Services
- Narrative
Data Reporting Request from OVW

- As of this reporting period, July to December 2019, OVW is no longer asking grantees to report number of products distributed.
  - If you would like to share information about products distributed, please use the narrative

- Grantees should still report all other parts of the products section:
  - Number developed/revised
  - Title/topic
  - Intended audience
  - Other languages
OVW is looking to gather more information on what grantees find helpful or unhelpful in the training and technical assistance that is offered to them.

OVW is encouraging grantees to use the additional information narrative question (Question 47) to discuss the OVW-sponsored training and technical assistance they have received.
The importance of progress reports

- Your opportunity to communicate with the Office on Violence Against Women (OVW)
- Your data is how VAWA’s effectiveness is measured and reported out to decision-makers

The Attorney General is mandated to report to the U.S. Congress on victims served, not served, and the effectiveness of OVW grant programs in the “Biennial Report to Congress.”

- Your data increases understanding of the scope of violence against women – trends, promising practices, areas of need
The Data Reporting Cycle

OVW Grantee → GMS → OVW → VAWA MEI

CSSP
Did you know…

- On average, between July 1, 2013 and June 30, 2015, 3,445 victims were served during each 6-month reporting period.

- Across the same reporting periods, on average, grantees provided assistance with immigration matters to 376 victims during each 6-month reporting period.

- CSSP grantees trained 15,889 professionals through 831 training events between July 1, 2013 and June 30, 2015.
Tips for successful data reporting

- Go to vawamei.org to access…
  - Reporting instructions
  - FAQs
  - Sample progress report
  - Closed-captioned video about filling out each section of the progress report
  - Video on using the free Access Database

- Only report on CSSP Program grant-funded activities and staff

- Use optional information questions to discuss successes, provide more detail, or explain data issues

- Do not use acronyms or abbreviations or attach documents to report data

- Give us a call! Send us an email!
Filing a blank report in a reporting period?

**Things to Keep in Mind...**

- Answer “mandatory” sections (in order to validate the form)
  - A1. Grant information
  - B. Purpose Areas
  - C3. Coordinated Community Response
  - E. Narrative

- Use the narrative to explain that the report is blank due to funds not being released or used
Section A2. – Reporting Staff Information

Things to Keep in Mind...

- Report staff funded under the CSSP grant for the 6-month period
- Put staff time into FTE terms; FTE = Full-time equivalent
- Include part-time staff, partially funded staff, temporary staff, overtime, contractors, and consultants
- Prorate staff FTEs
- Report by activity performed rather than by job title
- Divide staff into multiple functions if appropriate
Section A2. – Calculating FTEs

Calculations based on 26 weeks or 1,040 working hours in a six-month reporting period:

1.0 = (40 hrs/week, 1,040 hrs/six months [40 hrs X 26 wks])
.50 = (20 hrs/week, 520 hrs/six months)
.40 = (16 hrs/week, 416 hrs/six months)
.25 = (10 hrs/week, 260 hrs/six months)
.10 = ( 4 hrs/week, 104 hrs/six months)

FTE = hours worked in the 6-month reporting period, divided by 1,040
You are completing a Progress Report for the July to December 2018 reporting period

A full-time victim advocate was hired, and started September 1st

This person spent half of their time providing victim advocacy, and the other half of their time coordinating the program.
Because this person only worked 4 months out of the 6-month reporting period, you would pro-rate the FTE.

4 months divided by the possible 6 months in a reporting period:

\[ 4 \div 6 = 0.67 \text{ FTEs} \]

Then you have to break out FTEs by function.

The advocate spent half of their time providing advocacy and half of their time coordinating activities, so...

We need to divide their time by job function rather than job title:

Victim advocate = 0.34

Program coordinator = 0.33

(or vice versa if you prefer, as you can only report to the second decimal)
Section C1. Training captures…
Activities for **professionals** to improve their response to victims/survivors as it relates to their role in the system

*Do not report training provided to CSSP grant-funded staff

Section C2. Education captures…
Education activities designed to **disseminate general information** to the public such as community groups, students (unless they are pre-professional), parents, community businesses, etc.
Questions 15 and 19 capture…
the number of training events (Q.15) and education events (Q.19) provided

Questions 16 and 20 capture…
the number of people trained (Q.16) and the number of people educated (Q.20) at these events

A training or education event can be a 30 minute event or class, or a three-day conference – an event is determined by the audience.
Section D. Victim Services

- Most of the data requested in the Victim Services section is congressionally mandated – Congress wants to know how many of the number of victims/survivors seeking services were served and how many could not be served.

- Provide information in this section that represents only those victims/survivors served and services provided with CSSP funding.
To count a victim/survivor:

- They must have requested or accepted a service(s)
- That service(s) must be CSSP grant-funded
- The victim/survivor must be a primary victim of domestic violence, dating violence, stalking, or sexual assault

Important!
Victims reported as served, not served, or partially served are an **unduplicated** count and should be counted only **once in each reporting period** they receive grant-funded services
Who is not counted at all:

- Victims/survivors seeking only services not funded with your CSSP grant
- Victims/survivors that did not accept any of the grant-funded services that were offered or recommended
- Victims/survivors who are not primary victims of domestic violence, dating violence, stalking, or sexual assault (secondary victims served are reported in Q.33 only)
Section D: Victim Services – Q.32

- **Served:** Received all requested services that are funded by the CSSP grant

- **Partially served:** Received some but not all requested services that are funded by the CSSP grant

- **Not served:** Received none of the requested services that are funded by the CSSP grant
Section D. Scenario

- 50 survivors of varying victimizations have come to your agency
- You are grant-funded to provide only victim/survivor advocacy and counseling, although you provide other services that are funded with other sources as well
- Of the 50 survivors who came to your agency:
  - 30 requested advocacy only
  - 15 requested counseling only
  - 5 requested counseling and job training
Section D. Scenario

- Of the 30 that requested advocacy only: 25 received advocacy but five did not because of your program’s hours of operation.

- Of the 15 that requested counseling only: 13 received counseling and two did not because the counseling groups were full and they were put on a waiting list. They remained on the list when the reporting period closed.

- Of the five that requested counseling and job training: All five received counseling, but none were provided job training.
Section D. Example

For this example:

gf = grant-funded service

ngf = non-grant-funded service

30 requested advocacy (gf)

- 25 served
- 5 not served

15 requested counseling (gf)

- 13 served
- 2 not served

5 requested counseling (gf) and job training (ngf)

- 5 served
## Answers

<table>
<thead>
<tr>
<th>Q.32 Categories</th>
<th>Enter total for each</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Served</td>
<td>43</td>
</tr>
<tr>
<td>B. Partially Served</td>
<td>0</td>
</tr>
<tr>
<td>C. Not Served</td>
<td>7</td>
</tr>
</tbody>
</table>

- ✔ Hours of operation
- ✔ Program reached capacity
Section E: Narrative

- **Questions 42 & 43** must be answered every period
- **Questions 44 & 45** must be answered annually on the January to June reporting form
- **Questions 46 & 47** are optional
  - Use the narrative to demonstrate change and impact of your organization’s work in the various cultural communities you serve
  - Offer examples and stories that show outcomes of your grant-funded work such as comprehensive victim services, language access, and collaboration
Visit our new website!

- Ask a question through our “Contact Us” form
- Watch a closed-captioned training video that covers the entire progress reporting form, or a video on using the Access Database to collect data
- Sign up for a webinar
- Access FAQs
- Read the Biennial Reports to Congress
- View Summary Data Reports (aggregated data by grant program in charts and tables)
- Download the reporting form and instructions
Thank you!

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